



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

15-161

VACANCY ANNOUNCEMENT - DHAHRAN

09/09/2015

OPEN TO	SAUDI NATIONALS ONLY
POSITION	SD ASSISTANT, FSN-05 POSITION # 100155
OPEN DATE	SUNDAY, SEPTEMBER 13, 2015
CLOSING DATE	SUNDAY, SEPTEMBER 27, 2015
WORK	FULL TIME; 40 HOURS/WEEK
SALARY	*ORDINARILY RESIDENT: POSITION GRADE: FSN-05, SR 58, 386 FULL PERFORMANCE LEVEL (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES)

The U. S. Consulate in Dhahran, Saudi Arabia is seeking an individual for SD Assistant.

Basic Function of the Position:

Provides security for facilities and personnel by performing procedures to detect and report on indicators of possible hostile surveillance. In case of imminent attack, calls for immediate assistance and takes action to prevent death or injury to personnel and/or destruction of property.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1. Required Education:** Secondary school completion is required.
- 2. Required Experience:** 2-3 years of police, security or military experience. Previous experience in a position which involved observation /surveillance skills and techniques is required.
- 3. Language Requirements:** List both English and host country language(s) by level and specialization.
Level I English (reading, writing, and speaking) is required.
Fluency in Arabic (reading, writing and speaking) is required.
- 4. Knowledge/Other criteria:** Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal – patterns and behaviors. Must be able to conduct area analysis and identify choke points and travel routes.
- 5. Other Skills:** Valid driver's license required; skilled in use of technical equipment such as digital and video cameras required. Keyboard/typing and basic computer skills required along with familiarization with photo software is desired. Must be able to work independently. Must have strong organizational and observation skills.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi id and driving license;
5. Any other documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION AND ALL DOCUMENTS IN A SINGLE PDF ATTACHMENT TO:

HRORiyadh@state.gov

Note:

Please use the following subject line and format in your email. Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

EMAIL SUBJECT: DHAHRAN-VA15-161-SD ASSISTANT

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.
